KEYNSHAM TOWN COUNCIL

Minutes of the Personnel Committee meeting held on
Wednesday 25th February 2026 at 7.00 p.m. in the Town Council Office

PRESENT: Cllrs M Burton, D Cooper, C Davis, C Fricker, A Halliday (Chair), H MacFie and A Wait

IN ATTENDANCE: Dawn Drury – Town Clerk

59. APOLOGIES FOR ABSENCE

There were none.

60. DECLARATIONS OF INTEREST

Cllr Halliday declared an interest in item 6 on the agenda – appoint of Assistant Youth support workers as he has relatives that use the TimeOut service.

61. DISPENSATIONS

There were none.

62. PUBLIC PARTICIPATION

There was none.

63. RECORD OF PREVIOUS MEETINGS

RESOLVED:
That the minutes of the Personnel Committee meeting held on 7th January 2025 (previously circulated) be confirmed as a true record and signed by the Chairman.

64. APPOINTMENT OF PART-TIME ASSISTANT YOUTH SUPPORT WORKERS

RESOLVED:

(i) To note that following interviews on Friday 6th February two new Assistant Youth Support Workers have been appointed to the 7-hour (2 session) posts. They are Kate Britton and Megan Barrow. One of the posts is filled due to the resignation of Esme Winter who leaves the Town Council on 27th March 2026.

(ii) To receive and note the resignation of Esme Winter who will be leaving the Town Council on 27th March 2026.

65. APPOINTMENT OF PART-TIME GROUNDS MAINTENANCE WORKER

RESOLVED:
To note that following interviews on Wednesday 4th February a new Grounds Maintenance Worker, Nicholas Souch, has been appointed to the 7-hour post.

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66. APPOINTMENT OF BANDSTAND ATTENDANT AND SUMMER LITTER PICKER 2026

RESOLVED:
That the Personnel Committee approve the re-appointment of last year's Bandstand Attendant and Litter Picker for 2026

67. AMENDED DRAFT GRAVE DIGGING POLICY & PROCEDURES

RESOLVED:
To make a recommendation to Town Council to approve the Grave Digging Policy and Procedures.

68. ABSENCE MANAGEMENT POLICY

RESOLVED:
To make a recommendation to Town Council to approve the Absence Management Policy with the addition of a clause see also Section 4 of the Employee Handbook – Absence (This section sets out the approach the Council takes when you are unable to attend work, are taking annual leave or need time off work).

69. SEXUAL HARASSMENT POLICY

RESOLVED:
To make a recommendation to Town Council to approve the Sexual Harassment Policy with the addition of the clause 'Town Council Employees may, whether being a victim of sexual harassment or accused of sexual harassment within the workplace, seek support by making a critical incident self-referral through the Helpline of Health Assured.'

70. DEFIBRILLATOR TRAINING

RESOLVED:
To approve that Officers arrange a day event of Defibrillator Training (including 3 sessions).

71. DATE OF NEXT MEETING

RESOLVED:
To note that the next Personnel Committee meeting will be called as and when required. There is no meeting scheduled currently.

72. EXCLUSION OF PRESS AND PUBLIC

RESOLVED:
In accordance with Standing Order 3(d) to RESOLVE that pursuant to the provision of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the

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meeting for the following items of business by reason of the confidential nature of business to be transacted, sensitive staff matters (agenda items 15 & 16).

73. INSURANCE CLAIM

RESOLVED:
To receive and note the attached report.

74. POSSIBLE FORMAL COMPLAINT

RESOLVED:
To receive and note the report attached to the Agenda.

The meeting finished at 7.22 p.m.

SIGNED …… DATE: ……..

(Chairman)

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